

# Memorandum



CITY OF DALLAS

DATE September 13, 2024

TO Honorable Mayor and Members of the City Council

SUBJECT **Questions and Pulled Items Update**

The purpose of this memorandum is to provide clarity on the importance of pulling items for discussion and submitting corresponding questions in a timely manner.

I am recommending that effective Friday, September 20, 2024, any items you wish to pull for further discussion be submitted directly to me via email and include the City Manager's Office Executive Team, by 5:30 p.m. the Friday before each City Council meeting. This request is similar and in alignment with the deferred items process as indicated in the Council Rules of Procedures Sec. 7.11 Deferral of Agenda Item. This advance notice will significantly increase staff readiness, allow us to prepare adequately for any issues that may arise during the meeting, and promptly address concerns.

By ensuring that items are identified ahead of time, we can circulate responses to all members of the City Council prior to the meeting, to support distributing comprehensive information in real time.

Your participation is appreciated as we continue to connect, collaborate, and communicate as an organization to elevate transparency through effective and efficient communications.

Please reach out to me should you require additional information or have any questions.

Service First, Now!

A handwritten signature in black ink that reads "Kimberly Bizer Tolbert".

Kimberly Bizer Tolbert  
City Manager (I)

c: Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Billierae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Dominique Artis, Chief of Public Safety (I)  
Dev Rastogi, Assistant City Manager  
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager

Alina Ciocan, Assistant City Manager  
Donzell Gipson, Assistant City Manager (I)  
Robin Bentley, Assistant City Manager (I)  
Jack Ireland, Chief Financial Officer  
Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)  
Directors and Assistant Directors